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## Departmental Forms

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0067	Request for Prior Approval	6-1-85	2054-M	P-NO	
AD-0068	Length of Service Certificate (40 years)				
AD-0068D	Length of Service Certificate				
AD-0074	Publication Shipping Order	8-8-51	2015-D	WSC	9-5-96
AD-0105	Check or Bond Forwarding Record	11-45			
AD-0106	Property Record	3-21-51			

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0107	Report of Transfer or Other Disposition or Construction of Property	12-14-55	2024-H		2-19-92
AD-0112	Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property	4-24-96	2024-H		4-24-96
AD-0114	Executive Correspondence Jacket				
AD-0139	Final Salary Payment Report	5-8-63	2024-B&H	WSDC	11-29-89
AD-0184	Application for Motor Vehicle Operator's Identification Card	9-1-65	2018-G	WS	
AD-0187	Motor Vehicle Operations And Utilization	11-30-60			
AD-0202	Travel Authorization/Advance	8-20-97	2009-A, 2036-A		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0202M	Travel Authorizatiion/Advance Attachment for Multiple Travelers	8-20-97			
AD-0206	Authorization Amendment (Travel)	5-21-61	2015-D		
AD-0241	Committee Control Record	7-15-72		WS	
AD-0287	Employee Suggestion	3-14-90	2006-H	WSDC	3-14-90
AD-0287-2	Recommendation And Approval of Cash Award or Quality Increase	8-17-66	2006-H & 2009-	WS	
AD-0287-3A	Referral and Appraisal of Employee Suggestion	2-5-86	2006-H		
AD-0287-4	Merit Pay Cash Award	8-31-82	2009-C	WS	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0311	Speed-memo	4-15-61	2030-A	WSC	
AD-0321-3	Time and Attendance Report	10-19-83	2009-C&2054-W	WSC	
AD-0332	Position Description	6-6-69	2048-BCD P	P	
AD-0337	Transmittal - Personnel and Payroll Forms	2-14-64	2006-H P	P	
AD-0343	Payroll Action Request	8-26-81	1951-C, FL 1951	WSDC	5-15-87
AD-0349	Employee Address	4-16-73		P	
AD-0367	Reports Evaluation Checklist	12-16-87	2006-K	W	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0368	Reports Analysis And Clearance Sheet	12-16-87	2006-K	WSC	
AD-0382	Employee Claim for Loss or Damage to Personal Property	10-1-65	2039-A, (DR) 25		5-8-96
AD-0400-1-50	State Map (Counties)				
AD-0424	Employee Application for Reimbursement of Expenses Incurred Upon Sale/Purchase of Resident	10-2-68		WSC	
AD-0425	Contractor's Affirmative Action Plan for Equal Employment Opport. Under Executive Order 11246 & Executive Order 11375		1901-E	WSC	3-10-71
AD-0435	Performance Appraisal	6-2-81	2060-A&B,2063		4-29-87
AD-0435-A	Performance Appraised Worksheet	6-2-81	2060-A		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0435-B	Performance Appraised Worksheet Continuation	6-2-81	2060-A		4-29-87
AD-0474	Transmittal - Telephone And Utilities	5-8-85	2030-B	WS FO	5-8-85
AD-0475-C	"....And Justice For All	3-26-86	1901-E	WSDC	
AD-0495	Honor Award Nomination	11-21-73	2063-B	WS	
AD-0497	Request for TR Action	9-11-74			
AD-0507	Probationary or Trial Period Report	9-19-72	2024-U	P	
AD-0569	Expense Record for Temporary Quarters	9-12-73	2039-A	WSC	9-12-73

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0575	Annual Report of Printing Procured Through GPO Regional Offices	12-6-89	2027-B		2-19-92
AD-0581	Lump-Sum Leave or Compensatory Time Payments	7-14-72		P	
AD-0582	Authorization for restored annual Leave	9-4-74	2066-A	W	
AD-0616	Travel Voucher	8-20-97	2036-A	WSC	
AD-0617	Travel Voucher Continuations Sheet	8-20-97	2036-A	WSC	
AD-0622	Notice Of Preapplication Review Action	10-15-73	1942-A, 2033-A,	WSC	
AD-0651	Motor Vehicle Accident Report Kit	11-19-75	2042-B	WSC	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0658	Within Grade Increase Record		2054-A&E	WSDC	
AD-0687	Forms Action Request And Notice			WSC	
AD-0700	Procurement Request	7-30-86	2024-G&O		3-11-92
AD-0703	Operating Plan	10-26-83		S	
AD-0704	Allotment Advice	5-27-87	2009-D	W	5-27-87
AD-0705	Advice of Allocation of Funds	5-27-87	2009-D	W	5-27-87
AD-0728	Request and Authorization for Home to Work Transportation	11-13-96	2018-G		11-13-96



Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0734	Request for Candidates	11-4-77	2045-C	WSC	
AD-0735	Evaluation for Candidates	11-4-77	2045-C	WS	
AD-0757	Miscellaneous Payment System	5-22-91	2024-A, 2036-A	WSDC	
AD-0763	Work Plan		2006-D		
AD-0767	Equal Employment Opportunity Contract Compliance Notices		1924-A		
AD-0773	Supervisory or Managerial Probationary Period Report		2054-U	Distr	
AD-0838	Purchase Order	9-4-87	2021-A, 2024-A,	WSDC	7-21-93

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0872	Property Damage Incident	7-25-84	2069-A&B		
AD-0997	Unit Certifying Officer Signature Card	10-17-83	2024-P	WS	10-17-83
AD-1010	USDA Occupational Safety And Health Poster	12-12-84			
AD-1030	USDA-Photographic Identification Card		1980-A & 2024-	W	
AD-1043	Leave Transfer Program - Donor Application	2-23-90	2066-A		
AD-1046	Leave Transfer Program - Recipient Application	2-23-90	2066-A		
AD-1047	Certification Regarding Debarment Suspension	4-28-99	HB-1-3565, 1944	WSDC	12-18-98

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-1048	Certification Regarding Debarment Suspension; Ineligibility And Voluntary Exclusion -Lower Tier Covered Transactions	7-31-96	1940-M,4284-F,	WSDC	12-18-98
AD-1049	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals	8-12-94	1940-M, 1942-G,	WSDC	8-12-94
AD-1050	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For Grantees and Individuals		HB-1-3565	WSDC	4-11-89
AD-1058	Framework For Change	4-24-91		WSDC	
AD-1061	Building On The Framework For Change	4-24-91			
AD-2001	Designation of Tour of Duty Biweekly Schedule	5-31-00	2051-F	WSDC	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-2002	Time and Attendance Record	5-31-00	2051-F	WSDC	
CA-0001	Federal Employee's Notice of Traumatic and Claim for Continuation of Pay/Compensation	7-25-84	2069-A&B		
CA-0002	Federal Employee's Notice of Occupational Disease and Claim for Compensation	7-25-84	2069-A&B		
CA-0002a	Notice of Recurrence of Disability	4-7-71	2069-B		4-7-71
CA-0003	Report of Termination of Total or Partial Disability or/"Report of Death"	12-9-52	2069-B		12-9-52
CA-0005	Claim for Compensation on Account of Injury or Occupational Disease and Attending Physical Report	4-7-71	2069-A&B		12-9-52
CA-0006	Official Superior's Report of Employee's Death	7-25-84	2069-B		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
CA-0007	Claim for Compensation on Account of Traumatic Injury	7-1-81	2069-B		7-1-81
CA-0008	Claim for Continuance of Compensation on Account of Disability	3-4-53	2069-B		3-4-53
CA-0010	What a Federal Employee Should Do When Injured	9-8-71	2069-B		9-8-71
CA-0011	When Injured at Work	4-25-73	2069-B		
CA-0013	Work Injury Benefits for Federal Employees	4-25-73	2069-B		
CA-0016	Request for Examination and/or Treatment	4-7-71	2069-B		4-7-71
CA-0017	Duty Status Report	7-1-81	2069-B		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
CA-0020	Attending Physician's Report		2069-B		4-7-71
CA-1333	Federal Employee's Compensation Program Medical Providers Claim Form	7-14-82	2069-B		7-14-82
CC-0257	Monthly Employment Utilization Report	1-1-92	1901-E		4-8-92
FEMA 81-93	Standard Flood Hazard Determination	4-28-99	RD 3550 Hdbk.,	WSDC	12-18-98
GPO-2511	Print Order	7-29-92	2027-B		
GSA 1217	Lessor's Annual Cost Statement	7-1-94	GSA 552, 570.8		
GSA 1364	Proposal to Lease Space		GSA 552, 570.8		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
GSA 2485	Cost Comparison for Shipping Household Goods	3-24-82	2039-A		
GSA 3517	General Clauses (Acquisition of Leasehold Interests in Real Property)	9-1-94	GSA 552, 570.8		
GSA 3517A	General Clauses	6-1-93	GSA 552, 570.8		
GSA 3517B	General Clauses	6-1-93	GSA 552, 570.8		
GSA 3518	Representations and Certifications	5-1-94	GSA 552, 570.8		
GSA 3518B	Representations and Certifications	5-1-94	GSA 552, 570.8		
GSA 3626	U.S. Government Lease for Real Property	6-1-94	GSA 552, 570.8		

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
GSA 3627	Market Survey	6-1-94	GSA 552, 570.8		
HUD-00398	Settlement Cost Booklet				
HUD-00928.1	Equal Housing Poster	5-5-93	1901-E		
HUD-00928.1A	Equal Housing Poster (Spanish)	1-29-97	1901-E		
HUD-00934.1	Equal Housing Opportunity Logotype	2-29-84	1901-E		
HUD-00934.2	Equal Housing Opportunity Logotype	2-29-84	1901-E		
HUD-00935.2	Affirmative Fair Housing Marketing Plan	10-1-92	1901-E, 1944-D,		12-18-98



Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
HUD-09822	Physical Inspection Report	1-1-90	1930-C, HB-1-35		
I-2991	Lease Market Survey	7-1-94	GSA 552, 570.8		
I-9	Employment Eligibility Verification	3-24-88	Public Law 99-6		
IRS-8300	Report of Cash payments over \$10	3-11-87			
JCP No. 2	Commercial Printing Report	7-29-92	2027-B		
OF-07	Property Pass	5-27-59	2024-H		2-19-92
OF-11	Reference Request - Federal Records Centers	7-1-87	2033-A		8-11-93

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
OF-26	Data Bearing Upon Scope Of Employment Of Motor Vehicle Operator	9-6-89	2042-B		9-6-89
OF-41	Routing and Transmittal Slip		2030-A		
OF-49	Inquiry for United States Government Use Only				
OF-67	Activity Schedule	8-21-85	2006-0		
OF-99	Fax Transmittal				12-22-93
OGE 450	Executive Branch Confidential Financial Disclosure Report	4/1/99	2045-EE	WSAL	
OGE 450 A	Confidential Certificate of No New Interests	4/1/99	2045-EE	WSAL	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
OPM-1170	List of College Courses and Certificate of Scholastic Achievement	12-26-80	2045-E		
OPM-1210	Federal Employees Assistance Programs Annual Report	9-7-88	2063-F		9-7-88
OPM-1311	Work Location Preference	12-26-80	2045-E		
OPM-1386	Background Survey Questionnaire				
SF-0001	Printing and Binding Requisition	7-29-92	2027-B		
SF-0008	Employee (UCFE) Program and Unemployment Compensation	6-22-56	2006-D 2054-A	WS	
SF-0014	Telegraphic Message			WS	

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SF-0015	Application For 10-Point Veterans				
SF-0018	Request for Quotations	9-4-87	2024-A, 2027-B,	W	12-6-89
SF-0026	Award/Contract	9-4-87	2024-A	WSDC	9-4-87
SF-0030	Amendment of Solicitation/Modification of Contract	9-4-87	2024-A	WSDC	9-4-87
SF-0033	Solicitation; Offer; and Award	9-4-87	2024-A	WSDC	9-4-87
SF-0050	Notification of Personnel Action	11-29-61		WSC	
SF-0052	Request For Personnel Action	11-2-88	2045-C 2054-Q 2	WSDC	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0059	Request for Approval of Non Competitive Action	6-22-56			
SF-0061	Appointment Affidavits		2045-Q&2054-		
SF-0066	Official Personnel Folder		2054-V	P	
SF-0066C	Merged Records Personnel Folder	7-21-89	2054-V		
SF-0066D	Employee Medical Folder	7-21-89	2054-V		
SF-0071	Application for Leave	12-16-46	2066-A, 2051-F		
SF-0075	Request for Preliminary Employment Data	4-1-66		P	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0081	Request for Space	8-28-70		W	
SF-0083	Request for OMB Review	1-27-49	2006-D		
SF-0083A	Instructions for Standard Form 83		2006-D		
SF-0085	Data for Nonsensitive or Noncritical-Sensitive Position	10-10-51		P	
SF-0087	Fingerprint Chart		2054-C		
SF-0091	Operator's Report of Motor Vehicle Accident	9-9-70			
SF-0091A	Investigation Report of Motor Vehicle Accident	7-25-84	2069-A&B	WSC	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0094	Statement of Witness	11-25-53			
SF-0095	Claim for Damage; Injury; or Death	7-10-68	2042-A	WSC	
SF-0097	The United States Government Certificate of Release				
SF-0098	Notice of Intention to Make a Service Contract and Response to Notice	3-30-84	1955-D	WS	3-30-84
SF-0113A	Monthly Report Of Federal Civilian Employ-ment			WS	
SF-0114	Sale of Government Property; Bid; and Award	1-14-53			
SF-0114A	Sale of Government Property -Item Bid Page- Sealed Bid	1-14-53			

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0115	Request for Records Disposition Authority				
SF-0115A	Request for Records Disposition Authority-Continuation				
SF-0120	Report of Excess Personal Property	2-19-92	2024-H		2-19-92
SF-0122	Transfer Order Excess Personal Property		2024-H		2-19-92
SF-0127	Request for Official Personnel Folder	8-20-52		WS	
SF-0133	Report on Budget Execution		1942-A		
SF-0135	Record Transmittal and Receipt	7-1-85	2033-A&C		8-11-93



Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0135A	Records Transmittal and Receipt (Cont.)		2033-C	WS	
SF-0144	Statement of Prior Federal Service	3-11-55		WS	
SF-0145	Telephone Service Request	5-8-85	2030-B	WSDC	5-8-85
SF-0149	U.S. Government National Credit Card		2018-G&2036-A		
SF-0171	Application for Federal Employment	10-25-78	2045-C & 2054-	WSC	
SF-0182	Request Authorization Agreement and Certification	12-1-79		WSDC	5-24-89
SF-0184	Request For Employee Medical Folder	10-28-88	2018-G	P	

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0215	Deposit Ticket	6-16-91	1951-B	WSDC	6-19-91
SF-0220	Report on Financial Condition		1942-A		
SF-0224	Statement of Transactions				
SF-0269	Financial Status Report	1-9-78	1942-G,1948-B,1		6-19-97
SF-0269A	Financial Status Report (Short Form)	10-30-96	1944-I		11-15-90
SF-0270	Request for Advance or Reimbursement	1-9-78	1944-I, 1942-G		11-15-90
SF-0271	Outlay Report and Request for Reimbursement For Construction Programs	1-24-79	1942-A		1-24-79

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-0272	Federal Cash Transactions Report	1-24-79	1942-A		1-24-79
SF-0279	Federal Procurement Data System (FPDS) Individual Contract Action Report	2-20-91	2024-A		2-20-91
SF-0308	Request for Determination and Response to Request	3-30-84	1955-D	WS	3-30-84
SF-0424.1	Application For Federal Assistance (For Nonconstruction)	4-99	1942-G, 1944-N	WSDC	
SF-0424.2	Application For Federal Assistance (For Construction)	4-99	1942-G, 1944-D,	WSDC	
SF-0450	Executive Branch Personnel Confidential Financial Disclosure Report (removed pn371 3/3/04)	7-1-92	2045-EE,2045-B	WS	
SF-1034	Public Voucher for Purchases and Services Other Than Personal	10-17-83	2006-S & 2075-		2-3-86

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-1035A	Public Voucher for Purchases and Services Other Than Personal		2075-A		
SF-1047	Public Voucher for Refunds				
SF-1048	Public Voucher for Refunds (Memorandum)				
SF-1055	Claim Against the United States For Amounts Due in the Case of a Deceased Creditor				
SF-1081	Voucher and Schedule of Withdrawals and Credit	8-30-50	2009-D		
SF-1094	United States Tax Exemption Certificate				
SF-1096	Schedule of Voucher Deductions				

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-1098	Schedule of Cancelled or Undelivered Checks				
SF-1105	U.S. Government Freight Waybill	6-21-44			
SF-1128A	Payroll for Personal Services - Payroll/Certificate and Summary	12-23-46			
SF-1145	Voucher for Payment Under Federal Tort Claim				
SF-1147	Request for Insurance of Replacement Check Due to Error in Name And/Or Designation of Payee				
SF-1150	Record of Leave Data		2066-A		
SF-1151	Nonexpenditure Transfer Authorization	6-11-56			

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-1154	Public Voucher for Unpaid Compensation Due a Decreased Civilian/Employee	12-28-50		W	
SF-1166	Voucher and Schedule of Payments	3-16-60		W	
SF-1169	Transportation Request		2036-A, 2024-B	WSC	
SF-1169A	Transportation Request-Memorandum			WSC	
SF-1184	Unavailable Check Cancellation	3-16-60			
SF-1200	Government Bill Of Lading Correction Notice	6-21-89	2039-A	WSDC	6-21-89
SF-1402	Certificate of Appointment	7-17-85	2024-A	WSDC	7-17-85

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
SF-2802	Application for Refund of Retirement Deductions	8-10-88			
SF-2803	Application to Make Deposit or Redeposit - Civil Service Retirement System	9-25-59			
SF-2804	Application to Make Voluntary Contributions - Civil Service Retirement System	9-25-54			
SF-2809A	Federal Employees Health Benefits Program	11-2-88			
SF-3107	Application For Immediate Retirement	6-6-90	OPM-CFR 844	WSDC	
SF-3108	Application to Make Service Credit Payment for Civilian Service				
SF-5510	Authorization Agreement for Preauthorized Payments	7-7-99			7-7-99

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
W-4	Employee's Withholding Allowance Certificate 9-4-46		2006-T, 2030-C		
WH-0347	Payroll (For Contractor's Optional Use)	3-30-84	FAR		3-30-84